



DEPARTMENT OF THE ARMY  
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
504 SCOTT STREET  
FORT DETRICK, MARYLAND 21702-5012

REPLY TO  
ATTENTION OF:

2 MAY 2002

MCMR-RMP-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 2002-22, Headquarters, U.S. Army Medical Research and Materiel Command (USAMRMC) Alternative Work Schedule\*

1. PURPOSE: To establish policy and outline procedures for implementing an Alternative Work Schedule (AWS) Program in the Headquarters, USAMRMC.

2. BACKGROUND: Public Law 99-196, as implemented by Office of Personnel Management regulations, allows Federal agencies to implement compressed work schedules, which deviate from a normal workweek of five 8-hour workdays. The main objective of AWS is to enhance the quality of work life and thereby improve personnel recruitment, retention, morale, and productivity.

3. OBJECTIVES:

- a. Provide flexibility to employees through the use of compressed workweeks.
- b. To provide improvements in organizational efficiency, effectiveness, and productivity by expanding our customer support capabilities through longer daily coverage.

4. AUTHORITY:

a. Public Law 99-196, 23 December 1985, Federal Employees Flexible and Compressed Work Schedules Act of 1982, Permanent Authority.

b. Department of Defense Financial Management Regulation 7000.14-R, Volume 8, Civilian Pay Policy and Procedures.

c. Title 5, Code of Federal Regulations, Chapter 610, Subpart D.

5. SCOPE:

a. This guidance applies to all civilian personnel with a full-time tour of duty (80 hours per pay period) assigned to the Headquarters, USAMRMC.

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\*This supersedes Policy Memorandum 98-14, 30 Dec 98.

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b. This guidance DOES NOT APPLY to employees with a part-time tour of duty (less than 80 hours per pay period).

c. This guidance does not affect current flexitime guidelines.

6. DEFINITIONS:

a. Basic Work Requirement: The number of hours, excluding overtime or compensatory hours, which an employee is required to work or to account for by leave within a scheduled workday, workweek, or biweekly pay period. The basic requirement is 80 hours per biweekly pay period.

b. Standard Workweek: A 40-hour fixed or flexitime workweek consisting of five 8-hour days, as developed between employee and first level supervisor.

c. Alternative Work Schedule (AWS): An alternative to the standard workweek which will consist of the following:

(1) The "8-9s + 8" or "5-4-9" Plan: An AWS pay period consisting of eight 9-hour workdays and one 8-hour workday.

(2) The "4-10s" or "4-Day" Workweek Plan: An AWS pay period consisting of two 4-day workweeks, each week consisting of four 10-hour workdays. This plan allows one additional day off each week or two additional days off per pay period.

d. Fixed Schedule: The work schedule requested by the employee and approved by the first level supervisor defining the fixed hours and days the employees will work.

e. Hours of Operation: USAMRMC's work schedules will be selected between the hours of 0600 to 1800. If necessary to meet mission requirements, change in hours of operation may be requested in writing through the MCMR-RMP-C to the Chief of Staff for approval.

f. Core Hours: The period of time between 0900 and 1500 which everyone working that day shall include in their work schedule.

g. Lunch Period: Lunch periods will be requested by the employee, approved by the first level supervisor, and must be between 1/2 hour to one hour in length and included in the normal tour of duty. Under the 5-4-9 Plan, if an employee begins at

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0600, they must take a one-hour lunch on their 8-hour day. If the employee's lunch period exceeds their scheduled period, the first level supervisor must ensure the extra time is made up sometime during the same workday.

7. POLICIES:

a. Participation:

(1) Participation in the AWS Program is entirely voluntary, subject to first level supervisory approval.

(2) Each employee shall be provided an option to choose whether he/she wishes to participate in the program or continue to work the standard workweek.

(3) Employees may elect to participate in the AWS Program at any time by requesting in writing and obtaining written approval from their first level supervisor at least one pay period before the AWS will begin. Changes will not be permitted during the middle of a pay period.

(4) Persons suspected of abusing the program shall be counseled both orally and in writing. Management has the option to remove an employee from the program for repeated abuse.

(5) Management shall not exempt or remove employees from participating in the AWS Program for nonwork-related, arbitrary, capricious, or discriminatory reasons.

b. Tour of Duty:

(1) Each employee may request his/her own fixed schedule in writing; however, first level supervisors will approve requests and ensure adequate coverage. Each first level supervisor will determine appropriate schedules.

(2) If changes to preferred schedules must be made, first level supervisors shall conduct a meeting with all interested/affected personnel to reach resolution.

(3) Management will not allow employees to coerce other employees to select a particular tour of duty.

(4) Upon selection of a particular tour of duty, that tour must be followed for a period of eight weeks (four pay periods), unless compelling circumstances require changes before that time. First level supervisors must approve written requests at least one pay period prior to commencement. The timekeeper must be notified.

(5) Employees in training or TDY for some portion of a pay period will have their work hours adjusted by their supervisor on a case-by-case basis depending on the length of training or TDY. When employees are in a training or TDY status for the entire pay period, that pay period will be temporarily modified to a standard workweek (eight hours per day, five days per week).

(6) If an employee's regularly scheduled day off falls on the day of a USAMRMC-sponsored event that he/she wishes to attend (i.e., the USAMRMC picnic or Holiday Party), he/she will be granted an "in-lieu-of" day off immediately preceding the day of the event.

c. Holidays: If an employee's regularly scheduled day off falls on a holiday, the employee shall receive an "in-lieu-of" day off which is the last regularly scheduled workday preceding the holiday. The employee is entitled to pay for the holiday according to the number of hours he/she was normally scheduled to work that day (i.e., 8, 9, or 10 hours).

d. Overtime: Those hours in excess of 80 hours in a pay period.

e. Leave: Leave usage (annual or sick) shall be in accordance with Section 6129 of Public Law 99-196. Employees who take leave on a regularly scheduled workday shall be charged the same number of hours of leave as they were scheduled to work that day (i.e., 8, 9, or 10 hours).

f. Adverse Weather: If the Post has a delayed opening due to adverse weather conditions, the employee will be granted administrative leave from their normal start time until the delayed opening time providing they come to work. The employee will then work until the end of his/her regularly scheduled work day. If the Post closes early, the employee will be granted administrative leave from the time of the Post closing until the end of their regularly scheduled work day providing they worked until the Post closed.

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8. RESPONSIBILITIES:

a. Commander, USAMRMC:

(1) Ensure that the AWS Program is efficiently, effectively, and equitably managed.

(2) Terminate the AWS Program if it results in increased costs, a decrease in customer service, and/or a decrease in productivity.

b. Supervisors:

(1) Ensure adequate coverage through establishment of work schedules which facilitate the efficient and effective accomplishment of the mission.

(2) Make decisions concerning participation by employees.

(3) As required by Title 5, Code of Federal Regulations, Subchapter 610.404, each first level supervisor shall establish a time-accounting method that will provide affirmative evidence that each employee subject to the compressed work schedule has worked the proper number of hours in a bi-weekly pay period.

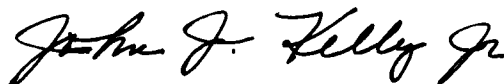
c. Employees:

(1) Submit fixed schedule requests in writing as necessary to establish or change their work schedules or scheduled day(s) off.

(2) Comply with all provisions of this guidance including established methods of time accounting.

(3) As necessary, negotiate with first level supervisor to resolve conflicts involving scheduling, participation, etc.

FOR THE COMMANDER:



JOHN J. KELLY, JR.  
Lieutenant Colonel, MS  
Secretary of the General Staff

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